Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Harry		
2.		
3.		
4. Registry - file		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

STAT

Pls. call [redacted] with a yes/no on this so it can go to the DDA tonight.

Harry approved at 4pm. N. C. to DDA 2/5/88

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

OGI & file in B&G [redacted]-GR

Room No.—Bldg.

Phone No.

5041-102 ☆ U.S. GPO: 1986—491-847/40012

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

4 February 1988

NOTE FOR: Deputy Director for Administration

VIA: Associate Deputy Director for Administration
Acting Director of Logistics
Chief, Facilities Management Division, OL

STAT FROM: [redacted]
Chief, HCS/FMD/OL

SUBJECT: Pneumatic Tube System

REFERENCE: Memorandum for Deputy Director for Operations, from Chief, Near East and South Asia Division (DDA Registry 88-0266X)

1. This note is in response to your request for some counters to the points made in the referenced memorandum regarding the demise of the pneumatic tube system.

2. In August 1987, the Facilities Management Division of the Office of Logistics surveyed the pneumatic tube system to determine the extent of its utilization. System users and system operators were canvassed. The survey showed that:

-38% of the system's 144 tube stations are not functioning (46 have been deactivated. An additional 11 are available but not in use).

-The heaviest user of the system by far is the Directorate of Operations (DO), which controls 57 of the remaining 87 active stations and accounts for 85% of the incoming tube traffic that users claim is handled on an average day.

-Within the DO, the Information Management Staff (IMS) controls 22 of the DO's 57 stations (38%). According to information provided by IMS, which reported receiving 1392 tubes on an average day, IMS accounts for 52% of the DO's tube system traffic--the very element in the DO which has been equipped with electronic registries having APARS (Automatic Printing and Reproduction Systems) equipment.

OL 10030-88

-Other notable users in the DO are LA Division (16% of DO traffic), EUR (12%), NE (10%), PCS (6%), SE (3%). Ten other DO divisions/staffs together make up the remaining 1% of DO tube traffic, each reportedly receiving less than 30 incoming tubes per day.

3. While we are fairly comfortable with the relative utilization of the system among the directorates and within the DO as noted above, we believe that the reported magnitude of individual station traffic is exaggerated by a factor of more than two. Tube system operators routinely obtain counts of carriers passing any one of 4 counter/monitors in the tube system. The traffic averages reported by system users are more than double the averages which the system operators have tracked.

4. The principal reasons for closing the tube system down are:

-System usage has been in a slow, but steady, decline over the last 6-7 years, which is in keeping with our increasing emphasis on electronic transmission.

-The system does not now serve all of the original building and will not serve the new building. Some of today's users in the original building will not have access to the system when they move into their new quarters in the original building during the renovation program. It would be a costly venture to reroute major portions of the 33-miles of tube in the system through the original building to prolong the life of an antiquated system available to only a part of the compound and whose present user population is dwindling.

-The Communications Center is moving to the new building. The reference memo notes the DO's heavy reliance on the tube system to expedite cable exchanges with the Center. The author may not be aware of this move. With the Center's departure, we see a further hefty decline in overall tube system traffic.

-The demise of the tube system will allow us to handle the upgrade of the original building's primary electrical distribution system in a way which will allow us to save 10,000 square feet of badly needed office space which, otherwise, will have to be turned into utility space. This upgrade requires us to have four additional vertical shafts through the building, and to expand by 140 square feet each of 94 electric closets scattered throughout the building. Without the use of the tube system shafts and the tube shaft rooms on floors 2-7, this expansion will have to come out of existing office space. If we lose the 10,000 square feet, some DO or DI elements will have to leave the compound.

SUBJECT: Pneumatic Tube

-We are preparing the original building for another 20 years of service. Given our growing reliance on electronic transmission, and the Agency's investment thus far in electronic registries/APARS equipment in the DO, we believe that it would be a serious mistake to continue with a pneumatic tube system from the 1950's world of communications. This is particularly true when we may have to evict elements from the compound to accommodate both it and our desire for continued electronic growth.

5. Given the previous DDA's assurance that the Deputy Directors were informed of the pending demise of the tube system and were resigned to it, we forged ahead with a design for the upgrade work based on the availability of the tube system spaces. A decision one way or another had to be made, although it was recognized that a certain element of risk in this approach remained. I believe, for all the reasons noted above, that it would be a mistake to change this course of action now.

STAT

SUBJECT: Pneumatic Tube

STAT OL/FMD [redacted] (4 February 1988)

Distribution:

Orig & 1 - Addressee
1 - ADDA
1 - AD/OL
1 - C/FMD/OL
1 - OL Files
1 - OL/FMD Chrono
1 - OL/FMD/Official
1 - OL/FMD/HCS